



INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief of Police Chuck Jordan, CHF

DATE: January 8, 2014

SUBJECT: Departmental Order 2014-01, *Administrative Rights for Departmental Computers*

To facilitate more efficient use of departmental computers, the Tulsa Police Department and the City of Tulsa IT Department have agreed to provide “administrative rights” to a limited number of TPD personnel. Personnel given administrative rights will only use the capabilities to conduct administrative tasks directly related to official Tulsa Police Department business.

Administrative rights will be granted at two levels of access:

1. **Limited Administrative Rights.** Administrative rights with the ability to install printers and other peripheral devices, add and remove software, or perform other basic administrative tasks on departmental computers. Division Commanders at GID, RID, MVD, SOD, TD, ISD, and HQ will select two TPD employees to be granted limited administrative rights.
2. **Full Administrative Rights.** Administrative rights with the abilities listed above for limited administrative rights with the additional ability to have complete control of departmental computers. This access will allow the ability to remove computers from the COT network. Administrative rights at this level will be granted to 2 DaRT Team members, 2 SOT team members, 2 Detective Division personnel, and 2 Special Investigation Division personnel. TPD personnel with full administrative rights will only remove departmental computers from the City of Tulsa network during extreme circumstances in major case investigations, major incidents, or disasters where a public safety interest exists.

TPD personnel with limited administrative rights or full administrative rights must observe the following when using this capability:

- Any task using administrative rights performed on any departmental computer must be documented on an IT service ticket as soon as possible after the task is performed at [REDACTED]
- Except in cases of an investigative emergency, major incident, or disaster the installation of any software not on the COT approved software list must follow the approval process in P&P 31-318. Do not install software that has not been approved.
- Departmental computers will only be removed from the COT network with the approval of a division commander or the DaRT commander during extreme circumstances related to a major case investigation, a major incident, or a disaster when it is not practical or timely for IT personnel to perform the function.
- During incidents involving a major case, major incident, or disaster where a departmental computer is removed from the COT network – the computer will not be reconnected to the COT network until it has been cleared by the IT Department. If a computer is removed from the COT network, the personnel performing the task will complete an inter-office to the Chief of Police and the IT Director detailing the necessity for the action as soon as practical.
- Division commanders will select personnel to be given administrative rights capabilities. Those personnel will attend an orientation provided by the COT IT Department. No personnel may use administrative rights until they have attended the orientation.
- Police personnel must keep in mind the high level of responsibility associated with the capability of administrative rights as the potential for disrupting service, damaging networks, and security breaches are high if tasks are improperly performed. Personnel will strictly comply with policy and only use this capability for official TPD business.